The RESUMIX Process

Fort Gordon CPAC

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The Concept

- Single employment portal for all Army civilian jobs.
- Objective
  - Attract more candidates
  - Produce better referrals
  - Speed up application, referral and selection processes

What Is RESUMIX?

- An automated staffing tool
  - Used by all agencies in DoD to fill the agency's vacancies.
  - Army has been using RESUMIX since 1997.
    - Recently improved and upgraded for DEU
  - Army centralized the database in 2002.
    - Consolidated from regional databases to one central database.

What is RESUMIX?

- Automated candidate referral system.
- Reads and extracts information from job descriptions & resumes.
- Matches applicant skills to specific job requirements.

RESUMIX IS NOT...

- a substitute for candidate evaluation.
- a “buzz word” search engine.
- RESUMIX does not determine who is or who is not qualified for a job.

The New Reality

- All army jobs will be recruited/filled using RESUMIX.
- Army will eventually transition to a totally automated, inventory-based recruitment.
  - New announcement builders
  - New resume builder
  - Answer
  - Automated “interest and availability”
  - Automated eligibility determinations
    - Will eventually replace current method of self-nomination
- System provides army
  - Ability to see where the jobs are (forecasting)
  - Case file/archiving (documentation)

Process under Centralization

- Applicants now submit resumes to a single location – Resume Builder
- Announcements
- Inventory
- Skills Criteria (RESUMIX & selecting officials)
- Interest/availability - WEST
- ANSWER
- Web-based referral and selection

Where is RESUMIX?

- www.cpol.army.mil
- Click on “Employment”
  - Click on “Search for Jobs”
  - Click on “Build A Resume/View Resume Status”
  - Click on “How to Apply”
  - Click on How do I Prepare a Resume?
  - “Army’s Job Application Kit”

Cpol

The U.S. Army has employed civilians since 1776 in support of men and women in uniform. The Department of Defense is America's oldest, largest, busiest, and most successful "company". Today, with over 250,000 civilian employees, the Army is the Department of Defense's largest federal employer.

Employment Opportunities Around the World

Employment

References & Tools

Employee Portal

Top Army Initiatives

NSPS

Army National Security Personnel System

Army NSPS Training Workshop

Current BRAC Information

No Fear Act Notice

Become a Civilian Army of One. Visit our Employment page and discover countless opportunities to join the Army as a Civilian. The Army has a wealth of challenging jobs with progressive employment practices, a family friendly atmosphere, exceptional benefits, and a diverse

We offer various reference information and tools to assist with questions concerning Civilian Human Resources.

The CPOL Portal is a one stop site that provides access to all the information you may need as a Civilian supervisor or employee working for the Army.

→ **Employee Login** (with an AKO account)

→ Click Here if you need an AKO account.

Resume Builder

- Develops a repository of resumes in a standard format.
- Registration page replaces requirement for supplemental data.
- Can cut and paste from word processing programs.
- Integrated with ANSWER.
- Auto flows resume data directly to the Central Resumix database where it is automatically verified and saved; BUT YOU HAVE TO SEND IT!

What Do You Need to Know About Resume Builder?

- *"Army Job Application Kit"* is very helpful and is at www.cpol.army.mil/library/employment/jobkit.

- Can also submit resume by e-mail to: resume@cpsrxtp.belvoir.army.mil.

- Resumes are dropped from the data base:
  - Self nom not submitted in 12 months.
  - Selected for any position.
  - Request resume be deactivated.
    - Save a copy in your word processing program!!!

- Cannot exceed the three page limit.

Experience Worksheet

- View for format prior to typing Resume
  - Organization/Company Name
  - Position Title
  - City, State, Country
  - Start Date MM/DD/YYYY – End Date MM/DD/YYYY
  - Supervisor Name - May we Contact? Yes/No – Telephone
  - Pay Plan – Series – Grade (Government Positions)
  - Salary (25000.00) Per: Hr, Day, Week,Month, Annual
  - Hours Worked per Week
- Description of Duties

RESUME Work Experience

- Choice of Worksheets or Entire Text Block

- Entire Experience Text Block
  – Copy & Paste from Word Processing
  - Direct Typing

- Limited to 12,000 characters

- Entire Text Block – Begin with most recent experience

- Last 10 years of experience / experience related to career aspiration

Education Worksheet

- Limited to 2000 Characters
- Type of School, School Name
- City, State, Country
- Degree Achieved (Ex: Bachelor of Science)
- Major (official school transcript)
- Minor (official school transcript/more than one)
- GPA
- Total Semester Hours Earned
- Total Quarter Hours Earned
- Attended from MM/DD/YYYY
- Completed/Graduated MM/DD/YYYY

Additional Data Section

- Limited to 6000 Characters
- Only one option per entry
- Drop-down menu
- Training Courses
- Awards
- Licenses/Certifications

Supplemental Data

- Must complete before submitting resume.
- Three Key Questions will determine additional information
  - Current Federal Employee
  - Any Military Experience
  - Interested in Overseas Positions
- Use Drop Down Menus
- Mandatory Fields - have * asterisk
- Typing / Dictation Skills
- Save
- Submit the Resume

Words of Wisdom from Some Selecting Officials

- Put some thought into how you want to organize your information.
- You need to provide more than a job description!
  - Brief description of job in announcement .
  - Longer explanation of what you have done in the job (types of contracts awarded, acquisition excellence, source selection experience, etc.)
  - Stress innovation and initiative.
  - Use Spell Check and have someone else review your resume.

More Wisdom

- Ensure that you document your achievements.
  - Education
  - Certification levels
  - Ratings and performance awards
  - Training over and above mandatory training
- Think in terms of complexity, scope, high-visibility projects, impact, controversy, problems, solutions.

Job Announcements

- Vacancy Announcement Open 7 work days
  - Submit self-nomination after Resume is Active in ANSWER.
  - NLT midnight EST of Closing Date
- Duties
- About Position & Purpose of Position
- Area of Consideration/Who May Apply
- Qualifications
- Other Information
- Other Requirements
- How to Apply

Area of Consideration/Who May Apply

- Determined by Merit Promotion Plan
- Minimum area of consideration
  - Career/Career Conditional
  - Reinstatement
  - Veteran Employment Opportunity Act
  - NAF Interchange permanent employees
  - Ft Gordon DFAS permanent employees
- READ CAREFULLY……

Learning Curve

- Try to identify key words in the specific job announcement.
  - Key words represent skills.
- Try to develop a key list of skills that support the specific job announcement.
- Ensure that the skills represented in the job description are represented in your resume.
- Adjust your resume, if necessary, before you self-nominate.

Qualifications/Experience

- Announcement spells out qualifications/experience required.
- Determined by OPM Qualification Standards for the series/occupation.
- If you are a GS-09, are you qualified for a GS-12?

ANSWER

- Applicant Notification System Web Enabled Response (ANSWER) is fully integrated with the Resume Builder.
- On-line system for applicants and HR staff to access information about an individual applicant’s resume and referral status.
- Applicants
  - View resume
  - View registration data
  - View status of referral

ANSWER

- Passwords for ANSWER are case sensitive and the same as your Army Resume Builder id and password.
- Forgot Password – Enter SSN, E-mail, Zip Code - https://cpolst.belvoir.army.mil/rb/rb_get_uid_pin.cgi
- Who updates ANSWER?
- Time from referral to selection varies.
- Allow a minimum two weeks from announcement closing date to check on status.

Edit View Favorites Tools Help
Search Favorites Media
https://cpolst.belvoir.army.mil/public/resumebuilder/builder/index.jsp
Go

The Army Civilian Resume Builder & ANSWER

ATTENTION APPLICANTS: On 26 Jan 2005 we deployed a new Army Civilian Resume Builder & ANSWER tool. Users who previously had an account with Resume Builder or ANSWER should click here for information on how to retrieve your resume.

If you already have a current resume in Resumix, please do not resubmit your resume unless you have made significant changes. With a current resume in Resumix, you may continue to self-nominate (apply) for Army vacancies.

Due to extremely high submission rates, changes may not appear for as long as 48 hours. If you have already submitted your resume and supplemental data from the new Army Resume Builder to Resumix, but cannot yet confirm receipt in ANSWER, please do not resubmit your resume.

Welcome to The Army Civilian Resume Builder and ANSWER

The Resume Builder is designed to assist users in entering their resume into the Army's Centralized Resumix System. Users can enter their resume as well as provide supplemental data to indicate their qualifications and preferences. Once a resume is entered using this system, the record is integrated with the other staffing tools used by the Army to recruit and place applicants.

The Applicant Notification System Web-Enabled Response (ANSWER) tool is designed to allow users to check the status of their Resume, track their application history, view Self-Nomination history and view their current Resume and Supplemental Data listed in the Central Resumix Database. Users can toggle between the Resume Builder and ANSWER.

PRIVACY ACT AND PUBLIC BURDEN STATEMENT

New Users >>

- Register a new account
- Create Your Resume
- Submit Your Resume

Register

Registered Users >>

- View Existing Resume
- Edit Existing Resume
- Submit Your Resume

Login

Internet
Civilian Personnel On-Line...
The Resumix Process
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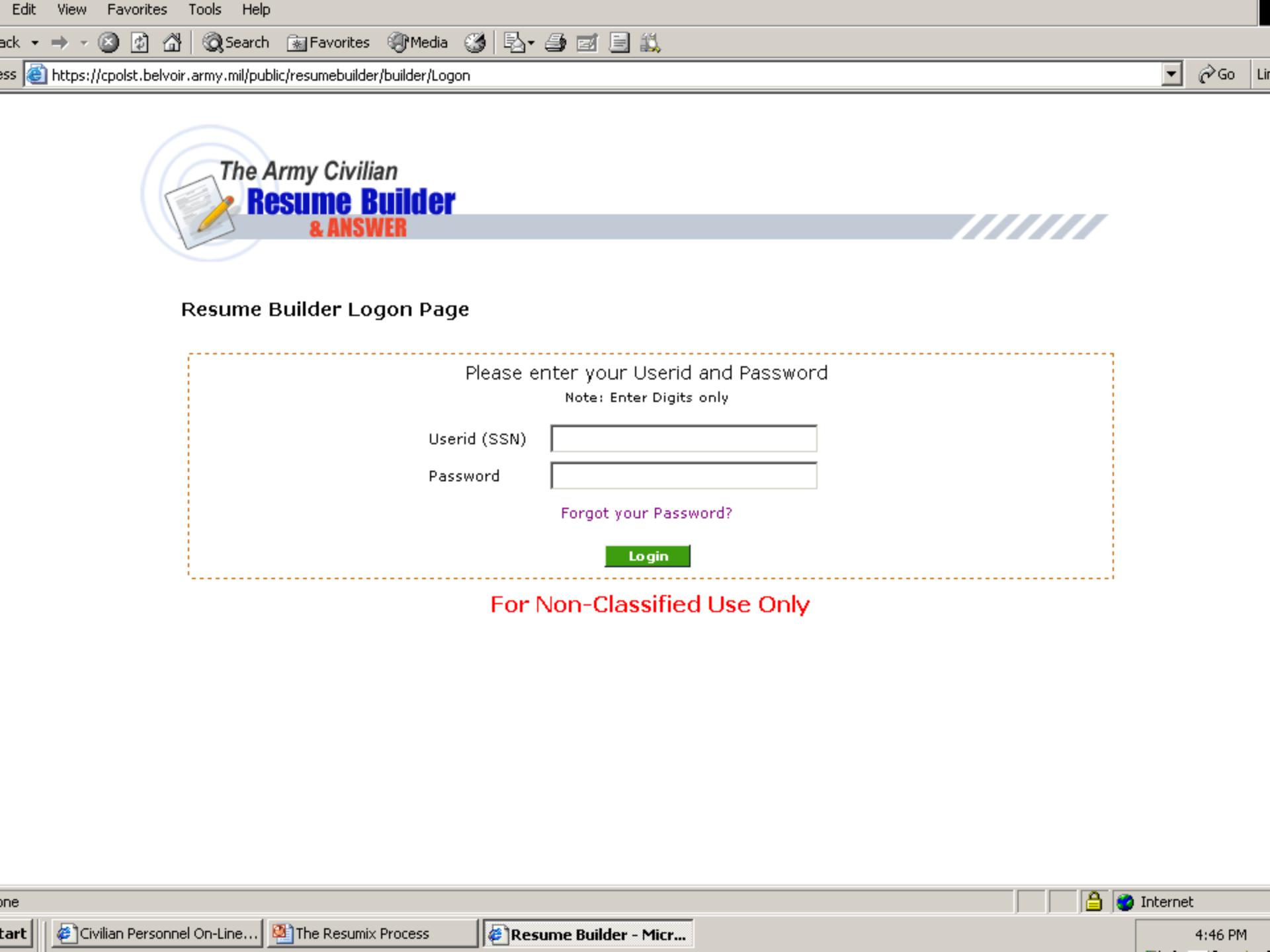
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Go
The Army Civilian
Resume Builder
& ANSWER
Resume Builder Logon Page
Please enter your Userid and Password
Note: Enter Digits only
Userid (SSN)
Password
Forgot your Password?
Login
For Non-Classified Use Only
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The Resumix Process
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Edit View Favorites Tools Help

Search Favorites Media

https://cpolst.belvoir.army.mil/public/resumebuilder/builder/Logon

Go

The Army Civilian
Resume Builder
& ANSWER

Help Logout

(New Users:) Please fill out the following form to register.

(Returning users:) Please review and update your Registration Information below

PRIVACY ACT AND PUBLIC BURDEN STATEMENT

All fields denoted by a (*) are required

Password can be changed at any time, simply retype password and confirm password.

* Password ******** * Confirm Password ********

* SSN ********* * Confirm SSN ********* Numbers only (no dashes)

Contact Information

** Note: The contact information provided below will appear on your Resume.

* First Name Donna Middle R * Last Anderson

* Address Line 1 3208 Hillsview Drive

Address Line 2

Internet

Civilian Personnel On-Line... The Resumix Process Resume Builder - Micr...

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Edit View Favorites Tools Help
Search Favorites Media
https://cpolst.belvoir.army.mil/public/resumebuilder/builder/BuildResume
Go

The Army Civilian
Resume Builder
& ANSWER

Logout

Your registration information has been updated. Select from your options below.

Create / Edit Resume

Create / Edit Supplemental Data

RESUMIX Submit Resume & Supplemental Data

ANSWER

- View your Resume Status
- View Status Tracking History
- View Self Nominate History
- View Resume & Supplemental Data in the Central Resumix Database

Go to Answer

Resume Builder Instructions

Internet
Civilian Personnel On-Line...
The Resumix Process
Resume Builder 2.0 - ...
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ANSWER

Applicant Notification System Web-Enabled Response

ANSWER HOME

Applicant Information:

Donna Anderson
Resume Last Received: 2005-01-09

Resume Status: ACTIVE

Status Tracking

Self Nominate History

View Resume

View Supplemental Data

Send Mail

ANSWER Help

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Setting up the Job Search Criteria (Requisition Process)

- Selecting official receives an e-mail from CPOC with a list of skills that the RESUMIX system has generated from the job announcement.
- Selecting official must rank order each skill and designate required and desired skills.
- Selection official can add or delete skills.
  - It is harder to add skills – they must be justified.
- Once CPOC receives the selecting official's ranking, CPOC generates the referral list.

Examples

- Major Duty: Electrical Engineering
  - Electrical engineering – Required skill
  - Systems testing – Desired skill
  - Acceptance testing – Desired skill
- Major Duty – Instrument Sys. Design
  - Commo systems – Desired skill
  - Systems programming – Desired skill
  - Test and Evaluation – Desired skill
- Major Duty – Contracting
  - Contract administration – Desired skill
  - Contract evaluation – Desired skill
  - Procurement – Required skill
  - Contract negotiation – Desired skill

The Rules

- Resumes from applicants must match all of the REQUIRED skills from the recruitment plan.
- Resumes from applicants can match all, some, or none of the DESIRED skills.
- Referral skills must conform to local negotiated merit promotion plans, if applicable.
- Referral lists and resumes will be forwarded via AKO to the selecting official.

Supervisors -- What Do You Need to Know

About Required and Desired Skills?

- Changing the designation on just one skill can alter the list of eligible applicants significantly.
- Supervisors must tie their selection of required and desired skills to their importance in the job description.
- RESUMIX based on key word searches.
  - We do not know the meaning of the words that underlie the key word searches.
    - Proprietary information.

Web-Based Referral

- Web-based application to generate referral list from RESUMIX
  - Referral lists and resumes are e-mailed as PDF files to the manager's AKO e-mail address.
    - Matrix used to rank applicants.
    - Copy furnished to CPAC and EEO as required.
- Selecting Official makes selection on-line via a link using AKO log-in.

As Long as You're Here...The Interview

- Anticipate the questions
  - Develop answers to standard interview questions
    - Why do you want this job?
    - What qualities make you the best candidate?
    - What are your strengths and weaknesses?
  - Know what is in your resume.
- Answer the question
  - Take notes if necessary.
  - Take a moment to structure your response in your mind.
  - Focus, focus, focus.

The Interview

- Keep the job announcement in mind and relate your experience to the job you are interviewing for.
- Take every opportunity to showcase your strengths.
- Be relaxed and confident.

Questions on Status in ANSWER

- Use ANSWER Mail feature to submit question.

  https://cpsrxtp.belvoir.army.mil/staffing/answer/online/apps/default.asp

- No account in ANSWER

  applicanthelp@cpsrxtp.belvoir.army.mil

Any Questions??